

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: 4/20/05 - KW

Division: County Attorney

Bulk Item: Yes xx No     

Staff Contact Person: Bob Shillinger

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**AGENDA ITEM WORDING:**

Authorization to create an additional Assistant County Attorney position in the County Attorney's office to provide representation to the Growth Management Division and Land Authority.

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**ITEM BACKGROUND:** Legal representation of the Growth Management Division is currently provided by a mix of both in house and a variety of outside counsel. Due to the increase in volume and the expense of outside counsel, it is appropriate to have an additional in house attorney, specializing in growth management issues, to represent that Division. The attorney filling this position would also provide legal representation to the Land Authority since its long time attorney has announced he will soon be moving out of the County. The proposed position is designed to improve coordination between activities of the Growth Management Division and the Land Authority.

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**PREVIOUS RELEVANT BOCC ACTION:** None.

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**CONTRACT/AGREEMENT CHANGES:** n/a

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**STAFF RECOMMENDATIONS:** Approval.

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**TOTAL COST:** \$53,399 to 74,460 plus benefits

**BUDGETED:** Yes      No     

**COST TO COUNTY:** \$53,399 to 74,460 plus benefits

**SOURCE OF FUNDS:** @ 75 %  
Growth Management (ad  
valorem) & 25 % Land  
Authority

**REVENUE PRODUCING:** Yes      No xx **AMOUNT PER MONTH**      **Year**     

**APPROVED BY:** County Atty 4 OMB/Purchasing      Risk Management     

**DIVISION DIRECTOR APPROVAL:**

John R. Collins 04/05/05  
John R. Collins, County Attorney

**DOCUMENTATION:** Included xxx Not Required     

**DISPOSITION:**     

**AGENDA ITEM #**



# MONROE COUNTY JOB DESCRIPTION

**Position Title: ASSISTANT COUNTY ATTORNEY – GROWTH MGMT.  
DIVISION/MONROE COUNTY LAND AUTHORITY**

**Date: 11/05/04**

**Position Level: 13**

**FLSA Status: Exempt**

**Class Code:**

## GENERAL DESCRIPTION

Position reports directly to the County Attorney and, in consultation with the Growth Management Division Director, is responsible for providing legal advice to and represent the Growth Management Division on growth management legal issues. Additional supervisory responsibility for assigned land acquisition and disposal matters through the Monroe County Land Authority. In consultation with the Land Authority Executive Director, is responsible for providing legal advice to and represent the Monroe County Land Authority on all legal issues.

## KEY RESPONSIBILITIES

1. \*Counsel the Growth Management Division Director and Land Authority Executive Director and their staff on a regular, recurring basis.
  2. \*Represent Growth Management Division staff as required at BOCC and Planning Commission meetings and public hearings, vested rights and beneficial use determination hearings, administrative appeals before Planning Commission or Special Hearing Officer, and other quasi-judicial hearings.
  3. \*Review for legal sufficiency draft ordinances, resolutions, restrictive covenants, grants of conservation easements, warranty deeds, and other non-contractual legal documents related to the functions of the Growth Management Division.
  4. Prepare draft legal opinions and briefs for approval by the County Attorney related to growth management issues and regulations.
  5. \*Consult with the Growth Management Division Director and Land Authority Executive Director on a regular and timely basis concerning legal matters related to the Growth Management Division and the County's legal exposure to claims arising from the Division's actions and regulations.
  6. \*Research legal issues and prepare background briefs and memoranda for the Growth Management Division and the Land Authority.
  7. Prepare draft resolutions, ordinances, agreements, and other legal documents.
  8. Assist in the coordination and supervision of land use litigation cases as requested by the County Attorney.
  9. Conduct training of Growth Management Division staff on legal issues pertinent to the Division's functions as required.
  10. Perform other duties as directed by supervisor.
  11. \*Exercise supervisory responsibility for assigned land acquisition and disposal matters.
  12. \*Serve as counsel to the Land Authority Advisory Committee and the Land Authority Governing Board.
  13. \*Review for legal sufficiency all Land Authority legal documents, including but not limited to real estate closing documents, contracts, deed restrictions, conservation easements, and title insurance policies.
- \* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.



<b>Position Title: ASSISTANT COUNTY ATTORNEY - GROWTH MANAGEMENT DIVISION</b>	<b>Class Code:</b>	<b>Position Level: 13</b>
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Law Degree or equivalent doctoral degree required.
<i>Experience:</i>	Over five (5) years as an attorney for a municipal or county government preferred. Preference given to candidates with Florida land use law and real estate experience.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Minimum of five years active membership in, and maintain membership in good standing with, The Florida Bar.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: <u>John R. Collins</u>	Signature: <u>[Signature]</u>	Date: <u>04/01/05</u>
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_